

Dear Business Owner:

Enclosed please find the State of New Jersey MBE/WBE Certification Application. If you wish to participate as a Minority and/or Women Business Enterprise, kindly complete and submit the application with a non-refundable check or money order in the amount of \$100.00 made payable to “*NJ Division of Revenue*”. **DO NOT SEND CASH.**

**Be advised that the average processing time is between eight to ten weeks after your check has been cashed.**

Your M/WBE certification is valid for 3 years. Annually, the business must submit, not more than 20 days prior the anniversary of the certification, an annual verification statement, in which it shall attest that there is no change in the ownership, control or any other factor of the business affecting eligibility for the certification as a minority or women-owned business.

If the business fails to submit the annual verification statement by the anniversary date, the certification will lapse and the business will be removed from the SAVI<sup>1</sup> that lists certified minority and women-owned businesses. If the business seeks to be certified, it will have to reapply and pay the \$100 application fee.

If the business submits the annual verification statement by the anniversary date, but either the verification statement or the information received by the Division indicates that the business is no longer eligible for certification as a minority or women-owned business, the Division shall revoke the certification pursuant to this chapter and following revocation, the business shall be removed from the SAVI. The business may appeal this revocation pursuant to the procedures set forth at N.J.A.C. 17:46-1.8.

Please pay particular attention to the supporting documents required. For each question on the application, a response must be indicated, even if it is “Not Applicable.” Incomplete applications will be returned. *Any applicant, who knowingly supplies false information shall, upon conviction, be guilty of a crime of the fourth degree.*

**For Free counseling,** please contact either the Small Business Development Center (973) 353-5960 prior to submitting your application.

The State currently works with other certifying groups to accept alternative certifications. If you have a currently valid certificate with a statewide or national certifying group, in lieu of completing the MBE/WBE Application, you may submit a copy of their certification approval letter and/or certificate for consideration to satisfy requirements of certification under NJ Statue 12A:17:46. You must also submit a non-refundable check or money order in the amount of \$100.00. Please send your completed application to:

*NJ Division of Revenue  
Business Support Services Bureau  
P.O. Box 455  
Trenton, NJ 08646*

If you require further information, please call (609) 292-2146.

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<sup>1</sup> NJSAVI (New Jersey Selective Assistance Vendor Information) is a database designed to assist small, women, and/or minority businesses that wish to do business with the State of New Jersey and the private sector. The NJSAVI marketplace aids in matching buyers and vendors for private contracting opportunities.



THE STATE OF NEW JERSEY

Department of the Treasury

Division Of Minority and Women Business Development

State of New Jersey MBE/WBE Certification Application

Print or Type

Firm Name \_\_\_\_\_

D/B/A or T/A \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Provide full address of principal place of business

\_\_\_\_\_

County \_\_\_\_\_

Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

Contact Person (M/F) \_\_\_\_\_

Title \_\_\_\_\_

Federal ID # \_\_\_\_\_

Social Security # \_\_\_\_\_

For Agency Use Only

Approved \_\_\_\_\_ Date \_\_\_\_\_ Int. \_\_\_\_\_

Disapproved \_\_\_\_\_ Date \_\_\_\_\_ Int. \_\_\_\_\_

AI Letter Sent \_\_\_\_\_ Date \_\_\_\_\_ Int. \_\_\_\_\_

Referring Agency:

MBE/WBE \_\_\_\_\_ NJDOT \_\_\_\_\_ NJT \_\_\_\_\_

NY/NJ PA \_\_\_\_\_ NJSBDC \_\_\_\_\_ Other \_\_\_\_\_

Payment Included Yes No

Payment Date \_\_\_\_\_

Payment # \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

ANSWER ALL QUESTIONS OR APPLICATION WILL NOT BE PROCESSED

1. Name of Firm President/Chief Executive Officer/Managing Member/Owner

Table with 3 columns: President and/or CEO, Managing Member, Owner

1a. Name & title of officer of the firm who can be contacted during the application review process.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. This firm is applying for certification as: (One or more designation may be chosen.)

[ ] Minority Business Enterprise (MBE) [ ] Women Business Enterprise (WBE)

3. Method of Acquisition (check all that apply): Date of acquisition: \_\_\_\_\_

[ ] Start New Business [ ] Secured Franchise/ Concession [ ] Inherited Business
[ ] Bought Existing Business [ ] Merger or Consolidation [ ] Other

4. Name, position & ethnicity of all principals with ownership interest. (Check all that are applicable. If no positions are held, write "None".)

Table with 6 columns: Name, Position, Group Code\*, % Owned, Sex, US Citizen or Permanent Resident Alien

\*Group Code Key (Please refer to regulations for definitions)

- 01 - African American 03 - Asian American 05 - Non-Minority Female
02 - Hispanic American 04 - Native American 06 - Other

5. Gross Receipts (Sales). Please provide total gross sales for the last 3 years.  
 (You must have some revenue to apply for and receive MBE/WBE status, even if it is for less than one year-cannot be zero income)

Current year \_\_\_\_\_ Last year \_\_\_\_\_ Previous year \_\_\_\_\_  
year year year

6. Construction-related industry list **construction craft codes** ([www.state.nj.us/njbusiness/small/res/dbwnj/construction\\_craft.shtml](http://www.state.nj.us/njbusiness/small/res/dbwnj/construction_craft.shtml))  
**5-digit codes** (12 codes maximum)


7. For all other non-construction related industries, select from the NIGP **Commodity/Services codes** and enter the **5-digit codes** that most accurately describe the goods and services your firm provides. ([www.state.nj.us/treasury/purchase/commcode.htm](http://www.state.nj.us/treasury/purchase/commcode.htm)) (12 codes maximum)


8. **Annual Verification requirements (as pertinent):**

All applicants must complete the annual verification form. Be advised that you will be asked for supporting document(s).

9. **Initial application:**

Provide all required information and documentation as follows:

- a. Briefly describe the firm’s major field(s) of operation;
- b. Articles of incorporation, corporation by-laws, certificate of formation, partnership agreements, and joint venture agreements;
- c. Names and addresses of members and officers of the business and board of directors in the case of corporations;
- d. Names and addresses of capital investors and the amount of capital contributed. Gifted ownership shall not be considered;
- e. Firm federal and state tax returns for the past three consecutive years;
- f. Most current income statements and balance sheets;
- g. Resumes of all principals, partners, officers and/or key employees of the firm. Show home address, telephone number, education, training and employment dates;
- h. Number of shares of all classes of stock issued, and stock outstanding in the case of a corporation;
- i. Proof of ethnicity and gender (i.e. Photo ID, driver’s license, birth certificate, passport and/or green card);
- j. The affiliation of the firm or any of its owners, officers or directors with any other business entity;
- k. A complete list of major and real personal property holding of the firm;
- l. A complete listing and copy of signature cards for all banking institutions with which the firm is affiliated;
- m. A complete listing of previously attained certifications and a listing of all legal entities which denied certifications;
- n. Copies of office lease/rental agreements or deeds, and mortgages when home based.

***An Applicant who fails to comply with specifically requested additional information or documentation shall be considered in non-compliance and shall be subject to rejection***



## CONSTRUCTION CRAFT CODING LIST (Construction Vendors Only)

C00010	Acoustical	C00430	Elevators	C00800	Landscape Construction
C00020	Air Balancing & Testing of Environmental Systems	C00440	Energy Management Systems	C00810	Large Diameter Cylinder Piles (3 or more feet in diameter)
C00030	Asbestos Removal-Mechanical	C00450	Engineering	C00820	Latex Modified Overlay
C00040	Asbestos removal-Treatment	C00460	Erection of Bridge Railing, Bridge Repair and deck	C00830	Layout
C00050	Asphalt Mining	C00470	Erection Iron & Steel, and/or pre-stressed Concrete and/or Protective Coating of Structural Steel	C00840	Maintenance and Protection of Traffic
C00060	Athletic Fields, Tracks, Courts	C00480	Erection of Bridge Railing	C00850	Manufacture Railroad Equipment
C00070	Bituminous Material Application	C00481	Erection Ornamental and Light Structural Metal	C00860	Material Supplier
C00080	Blasting	C00490	Erect Permanent Forms	C00870	Mechanical Construction
C00090	Boilers (New/Repair)	C00500	Erection of Steel Plate Pipe and Drainage Structures, Metal Bin Type Retaining Walls Excavation	C00871	Millwork
C00100	Boring	C00510	Exterminating	C00880	Millwrighting
C00110	Brick and Block	C00511	Excavation	C00890	Miscellaneous Structures
C00120	Bridge Work -viaducts, reframing walls, end foundations	C00520	Exterminating	C00900	Motor Vehicle Escorts (Traffic Directors)
C00130	Bridge repairs	C00530	Fare Boxes	C00910	Mowing
C00140	Bulkheads & Docks	C00540	Fencing	C00920	Natural Stone masonry
C00150	Bus Shelter	C00550	Fire Alarms - Signal Systems	C00930	Noise barriers
C00160	Bus Supplier	C00560	Flooring - Tile	C00940	Oil and Gas Burners
C00170	Bus Supplier	C00570	Food Service Equipment	C00950	Packing Materials
C00180	Caissons	C00580	Form Handling or Stripping	C00960	Painting
C00180	Carpentry - General	C00581	Foundation	C00970	Painting - Bridges, Trunks, Steel & Elevated Structures
C00190	Carpeting	C00590	Foundation Excavation	C00980	Painting - General
C00200	Cathodic Protection	C00600	General Construction	C00990	Painting - Historical Sites
C00210	Caulking & Water Proofing	C00610	Alterations and Additions	C01000	Parking Control Systems
C00220	Caulking & Water Proofing	C00620	Building	C01010	Partitions - ceilings
C00230	Chemical Vegetation Control	C00630	Rest Area and Service Buildings	C01020	Pavement Marking Long Life
C00240	Clearing	C00640	Road and Heavy Highway	C01030	Paving Bituminous
C00249	Communication Systems	C00641	Grading	C01040	Paving Concrete
C00249	Concrete Foundation, Footings-Masonry Work	C00650	Grading and Drainage, Drainage Structures	C01050	Permanent Signs
C00250	Concrete Median Barrier Curb	C00651	Grading and Paving, Draining Structures and all types of Paving	C01060	Photography
C00260	Concrete Pavement	C00652	Grouting	C01070	Piezometer Pressure Measurement
C00261	Concrete - Pre-cast	C00653	Guide Rail	C01080	Pile Driving
C00270	Concrete Repair	C00660	Hauling	C01090	Pipeline Construction
C00280	Concrete Sawing, Sealing, and Curing	C00670	Highway and Sign Lighting	C01100	Planting
C00290	Control Systems	C00680	Historical Renovations	C01110	Plumbing
C00300	Core Drilling	C00690	Gunite	C01120	Pneumatic Mortar or Granite
C00310	Curbs, Sidewalks and Miscellaneous Concrete Work	C00700	Hvac	C01130	Prefab Buildings
C00320	Decorations - Interior	C00710	Impact Attenuators Installation	C01140	Prefab Music - Sound - Clean Rooms
C00330	Demolition	C00720	Incinerators	C01150	Printed Supplies
C00340	Dewatering	C00730	Iron and Steel Fabrications	C01160	Prison Equipment Systems
C00350	Diving	C00740	Installation of Electronic Communication System	C01170	Protective Slope Coating
C00360	Doors and Hardware	C00750	Insulation	C01180	Pumping Stations
C00370	Drainage	C00751	Insulation - Mechanical	C01190	Radon Testing
C00380	Drainage and Structures & Chamber	C00760	Irrigation	C01200	Railroad Electrification
C00390	Dredging	C00770	Janitorial Services	C01210	Railroad Electrification Supplier
C00400	Dry Wall	C00780	Jetty and Breakwater	C01220	Railroad Signal Work
C00401	Dust Collectors	C00790	Lab Furniture - Equipment	C01230	Railroad Track Work
C00410	Earthwork		Landscape		
C00420	Electrical				

## CONSTRUCTION CRAFT CODING LIST

(Construction Vendors Only)

C01231	Rail Crane	C01680	Supplier - Fastener, Nuts, Bolts, Screws	C02090	Electrical Engineering
C01240	Rapid Transit	C01690	Supplier of Gas, Fuel, Oils, Grease, Lubricants	C02100	Energy Management Control System
C01250	Refrigeration	C01700	Supplier - Lumber	C02110	Environment Engineering
C01260	Reinforcing Steel	C01710	Supplier - Paint	C02120	Estimating - Cost Analysis
C01270	Relocatable Building	C01720	Supplier - Plumbing	C02130	Exhibit - Interpretative Design
C01280	Removal of Petroleum Products, Debris and Hazardous Material	C01721	Supplier - Signs	C02140	Fire detection System
C01290	Retrofit of Autobus Air Conditioning	C01730	Supplier - Transducers	C02150	Fire protection Engineering
C01300	Retrofit of Autobus Fuel Injectors	C01740	Supply Fill Material Pit	C02160	Fire Protection System
C01310	Rigging	C01750	Swimming Pools	C02170	Food Services
C01320	Rock Drilling	C01760	Telecommunications	C02180	Geology
C01330	Roofing - Built Up	C01770	Test Borings	C02190	HVAC Engineering
C01340	Roofing - Membrane EPDM	C01780	Test Labs	C02200	Historical Preservation
C01350	Roofing - Membrane Modified Bitumen	C01790	Testing, Curing and/or Transporting Samples	C02210	Hydraulics - Pneumatics
C01360	Roofing - Membrane PVC - CPE - CSPE	C01800	Top soiling and Seeding	C02220	Hydrographic Surveying
C01370	Roofing - Metal	C01810	Traffic Control Systems	C02230	Hydrology
C01380	Roofing - Tile - Slate - Shingles	C01820	Traffic Directors	C02240	Interior Design - Space Planning
C01390	Roofing - Urethane	C01830	Traffic Safety Device Supplier	C02250	Land Surveying
C01400	Sandblasting	C01840	Traffic Signals	C02260	Landscape Design
C01410	Sand Drain Sand Fill	C01841	Tree Trimming & Removal	C02270	Marine Engineering
C01420	Sawing, Sealing & Curing	C01850	Trenching	C02280	Material Testing
C01430	Seating - Auditorium Bleachers	C01860	Truck & Equipment Lessors	C02290	Mechanical Engineering - Elevators, Conveyors, etc.
C01440	Security - Intrusion Alarms	C01870	Tunneling	C02300	Planning
C01450	Septic Systems	C01880	Underground Utilities	C02310	Plumbing Engineering
C01460	Service Stations	C01890	Underwater Construction, Excavation, Inspection, Restoration of Piers, Salvage)	C02320	Roofing Consultant
C01470	Sewage Disposal	C01900	Wall Covering	C02330	Roofing Inspection
C01480	Sewer Piping & Storm Drains	C01910	Waste Disposal	C02340	Sanitary Engineering
C01490	Sewerage & Water Treatment	C01920	Waste Removal, Toxic - Hazardous	C02350	Security Systems
C01500	School Library Furniture	C01930	Waterproofing & Caulking	C02360	Site Planning
C01510	Shear Connectors Studs	C01940	Welding	C02370	Soil Engineering
C01520	Sheet metal (Mechanical)	C01950	Well Drilling	C02380	Structural Engineering
C01530	Siding and Gutters	C01960	Windows	C02390	Testing & Balancing (HVAC)
C01540	Signs and Sign Structures	C01970	Window Treatment	C02400	Traffic
C01550	Site Work			C02410	Transportation
C01560	Soil and Rock Anchors		PROFESSIONAL SERVICES	C02420	Value Engineering
C01570	Solar Installation Active	C01980	Acoustics	C02430	Waste - Water Treatment
C01580	Solar Installation Passive	C01990	Aerial Surveying		
C01590	Special Motorized Vehicle Equipment	C02000	Archaeology		
C01600	Special Railroad Station Structures	C02010	Architecture		
C01610	Sprinkler Systems	C02020	Asbestos Abatement		
C01620	Steel Fabrication Structural Steel & Ornamental iron	C02030	Civil Engineering		
C01630	Storage Tanks	C02040	Claims Analysis		
C01640	Subsurface Investigation Boring	C02050	Communications		
C01650	Supplier Asphalt	C02060	Construction Management		
C01660	Supplier - Building Materials	C02070	CPM		
C01670	Supplier - Electrical	C02080	Design - Construction Monitoring		



## State of New Jersey

JON S. CORZINE  
Governor

Department of the Treasury  
Division of Minority and Woman Business Development  
33 West State Street, 1<sup>st</sup> Floor  
P.O. Box 026  
Trenton, New Jersey 08625-0026  
Phone: 609-292-2146 Fax: 609-292-8764

.DAVID ROUSSEAU  
State Treasurer

### Frequently Asked Questions on the New Jersey Small Business Registration & Minority and Women Certification Programs

- 1. Where can I send my small business registration or minority/women certification application payment?**
  - a. Make your check payable to Division of Revenue and send it to the NJ Division of Revenue, Business Support Services Bureau, P.O. Box 455 Trenton, NJ 08646*
- 2. How long does it take before I get a decision on my application?**
  - a. You will receive a response generally after 8-10 weeks of your check being cashed.*
- 3. What happens when my application is approved?**
  - a. You will receive a letter and a certificate in the mail.*
- 4. What happens if my application is incomplete?**
  - a. We will send you a request for additional information. You will be asked to respond within 30 days to prevent an automatic denial of your application.*
- 5. What happens if my application is denied?**
  - a. You will receive a letter explaining why your application was denied. The letter will also explain that we need to receive a letter from you on your company letterhead within 10 days if you wish to appeal the denial.*
- 6. Where can I get help in filling out my application?**
  - a. For one-on-one assistance, visit your local Small Business Development Center. For a complete listing, go to <http://www.njsbdc.com/contact/>*
- 7. Is a business registration with the State of New Jersey, Division of Revenue the same as a small business registration with your Division?**
  - a. No, these are two different types of registrations. A business registration with the Division of Revenue will ensure that the business is registered for applicable taxes and related liabilities. Businesses must submit to the Division of Revenue the Business Registration Form (NJ-REG) and if applicable, the Public Records Filing for New Business Entity form. After registering, businesses will receive the forms, returns, instructions and other information required for on-going compliance with New Jersey State taxes.*

For more information on the Business Registration Form, please see  
<http://www.state.nj.us/treasury/revenue/busregcert.htm>

**8. What is a Small Business Enterprise (SBE) registration?**

- a. *The SBE registration is **required** to compete for contracts under the Small Business Set Aside Act. The small business set-aside program was established with the goal of awarding 25 percent of state contracts and purchase order dollars to small businesses. Go to <http://www.nj.gov/njbusiness/contracting/> for a listing of the standards for eligibility and to obtain an application form.*

**9. How long will my SBE registration or M/WBE certification last?**

- a. *The costs for both the SBE registration and M/WBE certification is \$100 for three years. Please note that you will have to send in annual verification forms or your registration or certification will be revoked.*

**10. Can I compete for a Small Business Set Aside contract if I get my SBE registration after the bid opening date?**

- a. *You must have a current SBE registration before the bid opening date to be eligible to compete.*

**11. What if I have a bid due before the 8-10 week response time?**

- a. *You must submit via fax (609-292-8764) a request for expedite of your application and accompany this request with a copy of the bid page that contains the bid due date. Please note that the application must be properly completed and all required support documentation must be received by our office before we are able to begin processing your request.*

*In cases where a prime is requiring a sub-contractor to obtain a registration or certification, you must submit a notarized letter from the prime, on their letterhead, stating that there is a commitment to award the sub-contract if in fact registration/certification is provided. A copy of the bid page that contains the bid due date must be attached to the letter from the prime.*

*Where/When feasible we will issue an expedite certificate five days before the bid due date.*

**12. What is a Minority and/or Women Owned Business Enterprise (MWBE) certification?**

- a. *MWBE's are encouraged to become certified with the State so that we can accurately and timely assess the share of procurement activity recorded by this group compared to the share of business registered by non MWBE vendors. In addition, private firms and municipal (not State) governments may require proof of an MWBE certificate.*

*Go to <http://www.nj.gov/njbusiness/contracting/> for a listing of the standards for eligibility and to obtain an application form.*

*The MWBE certification cost is \$100 for three years. Please note that you will have to send in annual verification forms or your certification will be revoked.*

**13. My MWBE certification is going to expire. Do I have to recertify my business?**

- a. *You no longer recertify your business under the new rules and regulations. You must submit a new application with the required information.*

**14. Can I use my MWBE to compete for bids under the Small Business Set Aside law?**

- a. *The New Jersey contracting process is race and gender free so you don't need a MWBE designation. You need a SBE designation to compete under the Set Aside Act (Refer to response to Question #8).*

**15. Where do I get information on new bids from State agencies, universities and authorities?**

- a. *The Division offers a centralized database that posts all statewide bids which you can access anytime by keyword, agency or commodity code. Go to <http://www.nj.gov/njbusiness/contracting>. Refer to the right hand side banner Online Services, click on Statewide Bid Opportunities.*

*For guidance on how to navigate and maximize the potential of the State's procurement process, small businesses are encouraged to contact the New Jersey Office of Supplier Diversity at 609-984-1036 or [njosd@treas.state.nj.us](mailto:njosd@treas.state.nj.us).*

**16. Can I get automatic notification of new bid opportunities?**

- a. *You can sign up to get customized email notifications for opportunities within the goods, service, or construction field you identify as being of interest. The identification of goods, services or construction field will be based on the National Institute of Governmental Purchasing, Inc, NIGP code, which you must provide. Go to [http://www.nj.gov/njbusiness/contracting/bid/learn\\_about.shtml](http://www.nj.gov/njbusiness/contracting/bid/learn_about.shtml)*

*For those of you that are familiar with the North American Industry Classification System (NAICS) and need to find an equivalent NIGP code you can do so by searching for similar wording or description. The State Department of the Treasury has an NIGP lookup tool that can be accessed by going to: <http://www.state.nj.us/treasury/purchase/commcode.htm>*

**17. Where can I find the commodity and construction codes?**

- a. *Commodity and construction codes consist of expense account codes that provide information and/or descriptions of the nature of the purchases (goods, services, construction field) made by state agencies. Constitutes a system of identifying a commodity by an assigned number. Go to: <http://www.state.nj.us/treasury/purchase/commcode.htm>*

**18. What happens if I lose my registration/certificate?**

- a. *You may ask for a replacement by sending your request to us on your company letterhead. You may mail your request to us or fax (609-292-8764) it to us.*

**19. Do you give out grants?**

- a. *While the Division does not give grants, you may explore other funding sources by calling the Economic Development Authority Customer Care line at 609-777-4898 or your local Small Business Development Center <http://www.njsbdc.com/contact/>.*